

Database Administrator and Report Developer

Full Time

Denver, CO, US

30+ days ago Requisition ID: 1466

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Denver Transit Operators (DTO) is a privately held company that has a 29-year contract with the Denver Regional Transportation District (RTD) to operate and maintain the new commuter rail system within the Greater Denver Metro area. We currently have a full-time opportunity for a **Database Administrator and Report Developer**. We are seeking a committed individual that is responsible for all SQL Servers and support all SQL databases, dependent applications and organizational reporting requirements. Design, develop and support custom reports requiring complex SQL code to meet the needs of the operating and administrative departments primarily using Crystal Reports, Power BI, or other tools as appropriate. Provide business analysis and technical assistance to software application users. Answer questions or resolve computer problems for users in person, via telephone or from remote location. This position works with all levels of staff to develop and maintain data systems. Must work independently and manage time effectively to accomplish department goals. This is a full-Time Position with an annual salary of \$95,000 – \$105,000.

As the Database Administrator and Report Developer, some of your duties will be to:

- Database administration for several mission critical SQL Server databases
- Identify and retrieve data from various sources, such as databases, external APIs etc. Perform data analysis and validation to ensure data accuracy and completeness.
- Design report layouts, including tables, charts, graphs, and visualizations, to effectively present data. Develop reports using reporting tools such as Microsoft Power BI, Crystal Reports.
- Write SQL queries or use query builders to retrieve data from relational databases. Optimize queries for performance and efficiency.
- Provide support to functional teams or management by collecting and analyzing data and reporting results. Work closely with staff users and management to establish requirements for new systems, reports, or modifications and to ensure proper testing and validation of completed reports.

- Document report development processes, data sources, and report specifications. Provide training and support to end-users for report access and interpretation.
- Responsible for timely implementation of data requests and provide a high level of service to all internal and external customers.
- Maintain record of daily data communication transactions, problems and remedial action taken
- Develop training materials and procedures, and/or train users in the proper use of systems.
- Prepare evaluations of systems and recommend improvements or upgrades.
- Read trade magazines and technical manuals and attend conferences and seminars to maintain knowledge of database software and reporting tools.
- Modify and customize commercial programs for internal needs.
- Answer users' inquiries regarding computer software and hardware operation to resolve problems.
- Trains users to use new or modified software applications.
- Develop, implement, and monitor management information systems policies and control to support data accuracy, security, and legal and regulatory compliance.
- Develop, maintain, and test disaster recovery plans.

Minimum Qualifications:

- Bachelor's degree in computer science, Information Technology or related field from a four-year accredited college or university or equivalent years of education and experience with a minimum of three years of progressive experience. Extended work experience may be substituted for educational credentials if appropriate.
- Strong Knowledge of SQL and database management systems (DBMS) such as Microsoft SQL Server
- Proven ability to deliver software products, data reports and data manipulation.
- Strong report writing experience using tools such as, Crystal Reports, Microsoft Power BI.
- Knowledge of ETL Tools SSIS to implement data transformation and cleansing techniques.
- Strong data analysis and visualization skills
- Proficient with personal computers in a Windows environment including Microsoft Word, Excel, PowerPoint, and SharePoint
- SQL experience required

- Ability to effectively communicate, both orally and in writing with proficiency in spelling, grammar, and punctuation
- Ability to plan, organize and prioritize with attention to detail and meet deadlines.
- Ability to use good judgment and make sound decisions.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Demonstrated ability to work effectively in a diverse work environment.
- Must be eligible to work in the U.S. and successfully pass a pre-employment background check.
- Must pass a pre-employment drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy.

If you are an individual who loves a fast-paced environment, is motivated to work in a startup and growing organization, then please apply at www.denvertransitoperators.com.

Applicants who are authorized to work in the US will only be considered for this position. DTO is an Equal Opportunity Employer.